

ADMINISTRATIVE — INTERNAL USE ONLY

8 August 1977

MEMORANDUM FOR: Chief, Information Systems Analysis Staff
FROM : Chief, Agency Archives & Records Center
SUBJECT : Meeting with the Chief of the Department
of Defense (DoD) Records Declassification
Program

1. On the morning of 5 August, I called upon Mr. Norman Van Cook, Chief of the DoD records declassification program, at his office in the Pentagon for the purpose of obtaining written permission to declassify or exempt from declassification DoD documents found in the declassification review of Agency files.

2. Van Cook introduced Mr. Jack Ritzert as Chief of Requirements Division, served coffee, and invited me to hold forth. I said I hoped it could be the other way around in that our program was new and we had everything to learn. Van Cook said he had been involved with the program throughout the 1970's and currently was working with the Interagency Classification Review Committee on Presidential Review Memorandum 29 which formulates a new executive order for declassification review.

3. Van Cook confidently stated the new order would reduce the mandatory review from 30 to 20 years, although foreign documents shared with the United States by originating governments would probably continue to be reviewed when they reach 30 years of age. It would also define for the first time "intelligence sources and methods" and require all departments and agencies to publish and promulgate within 180 days declassification guidelines applicable to 20-year old records. He added "FYI" that Presidential decisions are expected on 17 August and that the draft executive order could be staffed out for agency reviews as early as 22 August.

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4. DoD already has prepared two sets of declassification guidelines--one covering pre-1946, and the other pre-1950 records. These have been furnished to the Archivist of the United States for his use in reviewing 30-year old DoD records. Using these guidelines during the first half of 1977, the accomplishments of the 23 DoD personnel employed in declassification tallies by organization as follows:

	<u>Organization</u>	<u>Pages Reviewed</u>	<u>Amount Declassified</u>
1) less	Army	5 million	100%
2) damages	Navy	14.4 million	95%
3) statistics (!)	Air Force	2.49 million	75%
	JCS	26 million	88%
	NSA	19,000	88%

Both Ritzert and Van Cook repeated several times their beliefs that CIA records would be much more difficult to review and declassify because of the need to protect intelligence sources and methods.

5. Van Cook said the new executive order would impact heavily on DoD, now employing 23 people solely with declassification. The people that I have recently met at JCS and NSA are numbered among the 23. Direct labor costs calculated upon an average GS grade of 11, Step 5 currently are about \$0.45 million per annum. A 20-year old records review will require 104 people earning \$2.05 million annually.

6. I gave Van Cook and Ritzert a status report on our program that covered organization, staffing, and development of guidelines, saying all should come together about 1 September and that we hoped to begin our review by 15 September. Because our permanent files include many DoD documents, we were requesting DoD's declassification guidelines and the same written authority to use them as had been given the Archivist. Van Cook asked to whom we wanted it sent and by whom. I said we would appreciate it being sent to the DDA in time for use on 15 September. Since they thought it should be signed by the Secretary of Defense, we agreed upon the DCI as recipient.

7. Van Cook said we should feel free to capitalize upon the experience of DoD declassifiers through the following Information Security Branch Chiefs:

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Army - Col. Jan Harvey and his backup,
Mr. Bruce Kutch. Tel. 697-7520

Air Force - Mr. Larry Myers and his backup,
Mr. Donaldson. Tel. 767-4139

Navy - Mr. Dick Welch and his backup,
Mr. Frank Larsen. Tel. 325-0127

DIA - Mr. George Zacharias. Tel. 695-2780

Van Cook repeatedly commended to me Dr. Rudy Winnaeker, retired historian for the Office of the Secretary of Defense as an invaluable contact and reservoir of institutional knowledge, especially as pertained to the records of the Office of Strategic Services. Dr. Winnaeker, now in his 70's, continues to work part time about four days a week as a consultant. He can be reached on tel. no. 697-4216. Dr. Winnaeker's backup, Mr. Sam Tucker, can be reached on tel. no. 697-4217.

8. The two-hour meeting was punctuated throughout with emphatic recognitions on the part of Van Cook and Ritzert concerning the unique difficulties to be expected by CIA in this endeavor.



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MEMORANDUM FOR: Chairman, Executive Advisory Group

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Action Plan for the 30-Year Declassification
Review Program

1. On 1 March 1977, the members of the Executive Advisory Group were briefed on the scope of and the requirements for adequately staffing and supporting the Agency's Thirty Year Declassification Review Program.

2. Upon completion of this briefing, those in attendance discussed how best to deal with this required undertaking and came to an agreement in principle on those items contained in the attached action plan which is now being forwarded to you for your approval.

STATINTL

John F. Blake

Attachment: a/s

(/) Approved () Disapproved

STATINTL

Chairman, Executive Advisory Group

2 May 77
Date

Distribution:

- Original - Chairman, EAG (to be returned to DDA/ISAS)
- 1 - Chairman, EAG
- 1 - ER
- 2 - DDA

ACTION PLAN FOR THE 30-YEAR DECLASSIFICATION REVIEW PROGRAM

1. That a centralized Agency unit, the Records Review Branch, be established within the DDA under the Information Systems Analysis Staff (ISAS) to conduct the systematic declassification review of all records, documents, and information originated by or clearly attributable to the Central Intelligence Agency or its predecessors in accordance with Section 5E of Executive Order 11652, the National Security Council Directive of 17 May 1972 and Section 3(d)(1)(viii) of Executive Order 11905.

2. That each directorate and the DCI's office immediately detail one officer (preferably senior enough to be able to make decisions and commitments for his/her organization) to the Records Review Branch to assist in the Staff's initial organization, including the preparation of review guidelines for the 1946-1950 time period. Additional personnel will be assigned as specific workloads are identified and it is currently estimated that a total of 30 full-time reviewers (13 DDO; 7 DDA; 6 DDI; 2 DDS&T; 2 DCI), seven clericals and three supervisors will be required to review and process the records associated with the 1946-1950 time period. It is understood that pending allocation of adequate resources for the 30-Year Declassification Review Program, staffing will be accomplished through the assignment of detailees with the assigning organization absorbing all costs involved. This situation will be eliminated in FY-79 if the 40 new positions and the \$1.1 million the DDA will include for this project in its FY-79 program requirements are approved.

3. That each directorate be requested to officially designate a senior focal point officer to aid and assist the Records Review Branch in promptly solving unique problems associated with the review and handling of information generated by his/her organization.

4. That each directorate and independent office initiate, upon notification by the Records Review Branch, a systematic survey of its inactive file holdings at the Agency Archives and Records Center. This survey would be conducted by the directorate or independent office records management officers according to guidelines provided them by the Records Review Branch. The purpose of this survey will be to:

a. determine the content and time frame of inactive files (now inadequately identified) in order that a direct, systematic review can be organized;

b. determine if there are any inactive files that can be declassified without a page-by-page review; and

c. purge Agency holdings of all inactive records officially certified as disposable prior to the start of any actual review activity.

To obtain maximum benefits, this final aspect of the survey should be coordinated with, and monitored by, ISAS, Records Administration Branch.

5. That the Records Review Branch be officially delegated the authority to make declassification decisions on documents and information:

a. originated by any present or former component of the Agency;

b. originated by a predecessor organization, the responsibilities and functions; of which are now held by the Agency; and

c. information over which the Agency has exclusive or final authority appearing in documents of non-Agency origin.

6. That action be initiated by the Records Review Branch to officially establish liaison contacts with other Federal agencies who hold classified CIA documents or whose classified documents and information can reasonably be expected to be present in Agency files.